Activity 2A

Estimated Time	30 Minutes
Objective	**To provide you with an opportunity to identify individuals and/or parties to whom queries and concerns about safety in the workplace should be directed.**
	This activity will not require observation. **1. Using your own work setting or one that you are familiar with, identify two separate individuals that you may approach to report WHS queries or concerns.** 2. Supervisor 3. Safe Work Australia/Work Safe WA **4. In 50-75 words, explain the circumstances in which it may be necessary to report incidents and or accidents to Safe Work Australia.** Incidents or accidents that are deemed to be dangerous or concerned that the Workplace environment is not meeting safety expectations. This includes death/injury to workers or visitors

Activity 2B

Estimated Time	**40 Minutes**
Objective	**To provide you with an opportunity to identify existing and potential hazards relating to own role, and record and report them according to organisational policies and procedures.**
Equipment needed	**Case Study B – Reporting hazards in the workplace.**
	This activity will not require observation. **1. Using your own work setting or one that you are familiar with, identify two common hazards that may present within the workplace and explain how these hazards can become dangers at work in approximately 75-100 words.** In a laboratory that works with infectious agents, this includes working with BSL 1 pathogens(non-pathogenic) such as E.coli and saccharomyces cerevisiae(yeast). Whilst not pathogenic to healthy humans, these are potential hazards if in contact with an immunocompromised patient In a chemical lab that works with highly explosive chemicals such as thermite, mercury fulminate and trinitrotoluene, explosions can occur. **Refer to Case Study B – Reporting hazards in the workplace.** **2. Using the repair log template, report any relevant potential hazard that you identify within Case Study B. Make notes on how you would report these issues or actions you would take to prevent them from becoming hazardous.**

Activity 2C

Estimated Time	30 Minutes
Objective	To provide you with an opportunity to identify and contribute to implementing WHS instructions and organisational policies and procedures specific to own work area.
	This activity will not require observation. Referring to your current role or one you are familiar with, outline how you carry out a work task according to specific WHS instructions and/or workplace policies and procedures. Outline your answer clearly, referring to specific examples where possible. Waste management ensures waste is disposed correctly and safely into the correct bin. Refer to SDS/MSDS when using hazardous chemicals: thermite, TNT, mercury fulminate Must be licensed when synthesising controlled drugs or explosives Report incidents/accidents as soon as possible Use PPE as provided such as nitrile gloves, lab coat and safety classes when dealing with BSL 1 pathogens Working with acids requires rubber gloves whilst working in a safety cabinet (Max. 250 words)

Case Study B – Reporting hazards in the workplace

Jo is a customer service representative at a car salesroom. During a pre-start inspection of the customer toilets, Jo notices that the plastic covering across a light switch has cracked, exposing the wires underneath. Jo notices that the floors are still slightly wet from where they have been mopped by cleaning staff, but this does not concern her as it will probably have time to dry before opening.

Jo has also noticed a slightly loose tile on the floor of the staff locker room, but as this is not part of the pre-start checklist she has been given, so she chooses not to report it.

REPAIR LOG		
Description of defect (include location)	Date/time	Required repair (include make, model, serial number, if applicable)
Exposed wires in the customer toilets	10/06/2025 11:07	Requires a licensed electrician to replace or safely insulate the cracked plastic light switch cover and secure any exposed wiring. Immediately restrict access to the affected switch area using signage or barriers; avoid contact with the switch; ensure the circuit is isolated if safe to do so.

Wet floor in the customer toilets	10/06/2025 11:08	Install guards and wet floor signage at all entrances to the toilets, dry with paper towels, allow time for drying or assist drying using absorbent paper towels or a dry mop. Restict access if possible until the floor is dry to prevent slips and falls.
Loose tile in the staff locker room	10/06/2025 11:09	Schedule repairs and maintenance to remove and re-fix or replace the loose tile securely to prevent tripping hazards. Install guards and warning signage near the affected tile, mark the area with visible tape